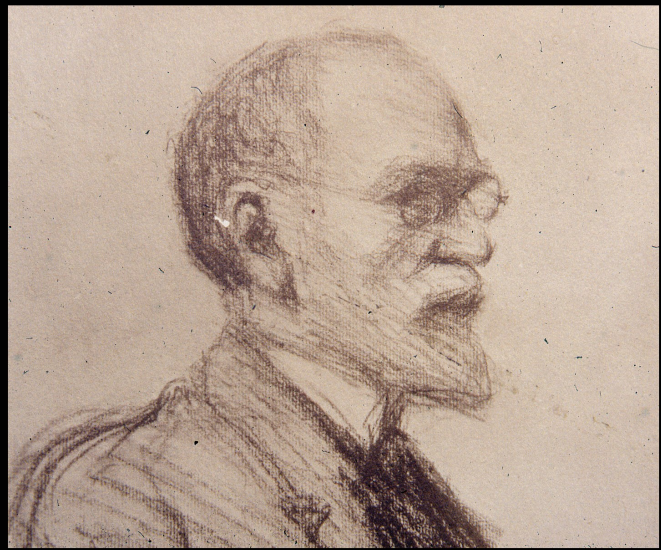
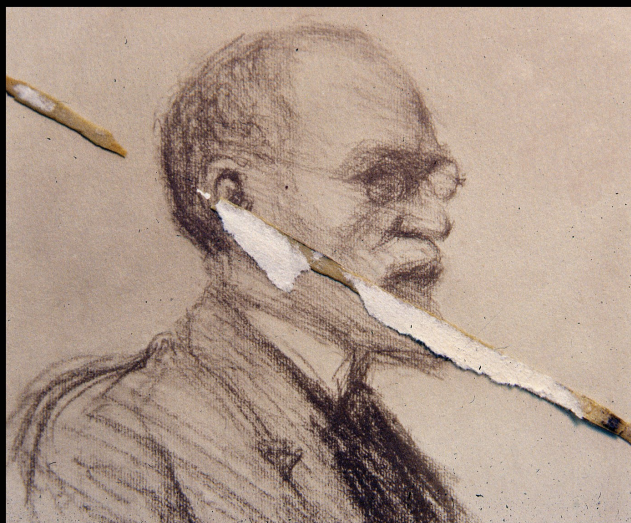


Protecting Arizona's Documentary Heritage

Action Plan 2013-2017



ARIZONA HISTORICAL RECORDS ADVISORY BOARD

ARIZONA STATE HISTORICAL RECORDS ADVISORY BOARD

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Protecting Arizona's Documentary Heritage

Action Plan 2013 – 2017

ARIZONA HISTORICAL RECORDS ADVISORY BOARD

Introduction

Historical records are unique and irreplaceable. They are among the most important resources belonging to the people of Arizona. They form a crucial part of our lives and support current and future planning and decision-making. These records offer insight into our lives, communities, economy, culture and politics.

Preserving these materials and making them accessible is an ongoing challenge. Whether paper, photograph, recording, or electronic, each record has its own special preservation needs. Addressing these tasks is the work of historians, archivists, public officials, genealogists, and others whose work depends on these records. It is this challenge that the Arizona Historical Records Advisory Board (AHRAB) embraces and documents through this Action Plan.

AHRAB is one of fifty-five organizations in the states and territories of the U. S. which acts in affiliation with the National Historical Publications and Records Commission (NHPRC). AHRAB's duties are found in Arizona state law (A.R.S. 41-151.23) which directs the Board to serve as the central advisory board for historical records planning and for NHPRC-funded projects developed and carried out in Arizona. The Board also acts as a coordinating body to facilitate cooperation among historical records repositories and other information agencies within the state and to provide state-level review for proposals to NHPRC's grant program. NHPRC is the outreach arm of the National Archives and Records Administration. Established in 1934, its only focus is on the documentary heritage of the United States by funding the pass-through grants to preserve, publish and provide access to vital historical documents.

AHRAB's members represent and reflect all facets of Arizona's historical records community and strive to "go the extra mile" in supporting the work of the institutions, organizations and individuals that create, keep and use Arizona's vital documentary heritage. Support consists of coordination, collaboration and dissemination of information to the historical records community which includes organizations and individuals in Arizona who preserve, promote, and provide access to records and archives, allied cultural preservation organization and groups and citizens of Arizona.

AHRAB periodically pauses to engage in strategic planning to evaluate and refresh its most current long range plan, *Protecting Arizona's Documentary Heritage*. The result is this **Action Plan 2013 – 2017**, the intent of which is to provide continued assistance to the historical document community along with enumerating goals, noting achievements and highlighting challenges.

Grant funds from the from the NHPRC and administrative assistance from the Arizona State Library, Archives and Public Records supported this planning.

AHRAB's Vision Statement:

AHRAB envisions a future Arizona in which:

- The state's historical record, including that of its diverse populations, is preserved and accessible
- Arizonans are aware of their heritage
- Government and community leaders recognize the importance of and contribute to the preservation of historical records

AHRAB's Mission Statement

The mission of AHRAB is to:

- Serve a leadership role in the preservation, promotion and access to Arizona's historical heritage
- Promote awareness of historically valuable records through education and training
- Foster and support the preservation, access and use of historical records
- Partner with other organizations and institutions involved in preservation of Arizona's documentary heritage
- Facilitate the collaboration of archival organizations to assist in the collection of materials in under-documented communities
- Assist under-served communities with the process, management and structure to expand and make accessible their historical materials and quality of programs
- Broaden the impact and visibility of the historical records community

AHRAB'S Role:

- Design and implement a program to promote the value of:
 - o Preservation, access and use of historical records
 - o Archival and museum programs and functions
 - o The NHPRC grant program and AHRAB
 - o Collaborations among historical records custodians and organizations
 - o Strategic planning on a statewide scale
- Actively communicate the value and importance of records to policy makers and resource allocators
- Monitor and proactively communicate with state and federal officials regarding legislation affecting records and archival issues
- Facilitate creative uses of historical records in projects and programs that heighten public awareness and specialized research for unique programs

GOAL: PRESERVATION

As an advocate for the conservation of our historical records, AHRAB is a committed and vocal supporter for the preservation of our rich history and the cultural assets contained within the records of this state.

Objectives:

- Support the appropriate applications of the digitization of permanent historical records that increase the availability of these assets to educational institutions, researchers and the public at large. We support best practices for the proper creation, storage, maintenance and preservation of digital materials
- Offer and collaborate with other groups to provide preservation workshops and seminars to organizations and individuals that are the custodians of archives and public records. This training assists the repositories, archives and the custodians with proper techniques for preservation and also provides a support network to enrich commonalities
- Offer and collaborate with other groups to provide Emergency and Disaster Preparedness workshops
- Discuss, advise and promote current topics of importance in the archival preservation field. Strengthen and foster our shared responsibility for preservation
- Assist our state and local government records holders and community institutions, with emphasis on under-served communities, with grants for preservation projects that aid in the sustained safekeeping of permanent historical records



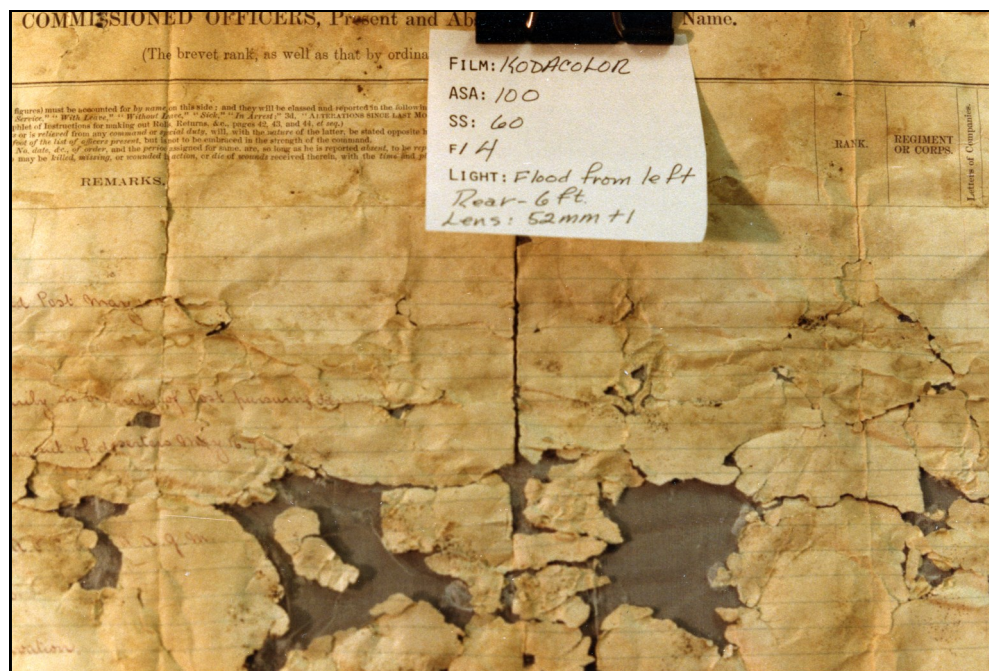
Mohave County Records Office, Data Logger

GOAL: ACCESS

Improve the discovery and utility of historical materials through effective description. We support sustained development of shared internet-accessible resources.

Objectives:

- Expand participation in key statewide archival information systems:
 - Arizona Archives Online*
 - Arizona Memory Project*
 - Arizona Cultural Inventory Project*
- Seek and appropriately distribute NHPRC re-grant funds for description of archival materials with emphasis on underserved communities
- Promote effective methods for widely accessible description of especially challenging historical materials including:
 - Electronic records and digital materials
 - Film and video materials
 - Audio recordings
- Encourage culturally sensitive description and use of Native American archival materials in accordance with the *Protocols for Native American Archival Materials*
- Encourage and facilitate production of competitive NHPRC project proposals for large scale archival description projects
- Continue to support the Arizona Archives Summit's work in improving accessibility of materials from under-documented topics and communities



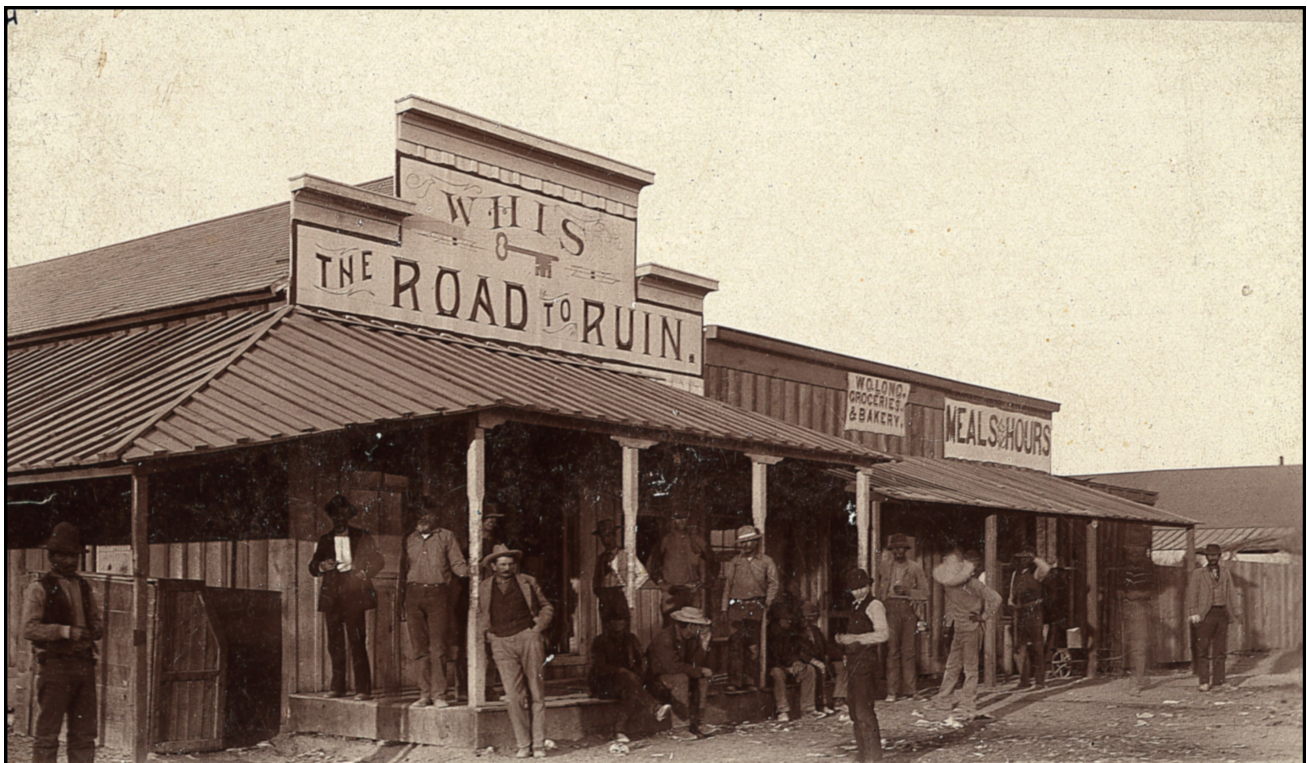
Document in need of conservation work, Arizona State Archives

GOAL: PROMOTION

Increase the visibility of the historical records community through regularly scheduled events and continuing contacts with popular media, the press and the citizens of Arizona.

Objectives:

- Support special programs that champion preservation, access and use of historical records including, but not limited to:
 - Arizona Archives Summit
 - Arizona Archives Month
 - National History Day
 - Arizona History Convention
 - Statewide Historic Preservation Partnership Conference
- Promote resources available at the Polly Rosenbaum State Archives and History Building
- Create a press kit for inclusion on the website. Prepare press releases as appropriate and distribute to media outlets
- Seek funding and, if successful, develop a brochure promoting the AHRAB mission and objectives
- Distribute the AHRAB promotional brochure at all collaborative and sponsored programs
- Provide the AHRAB brochure and Strategic Plan to the Constitutional office holders, state legislators and local government leaders
- Update the AHRAB website to reflect current goals and programs
- Increase web visibility of AHRAB, its work and archival organizations around the state
- Create and distribute the Arizona Archives Month poster
- Increase the promotional efforts of Archives Month across the state
- Establish an annual and public presentation to occur during Archives Month to recognize and award an outstanding person or program involved in the preservation of historical records



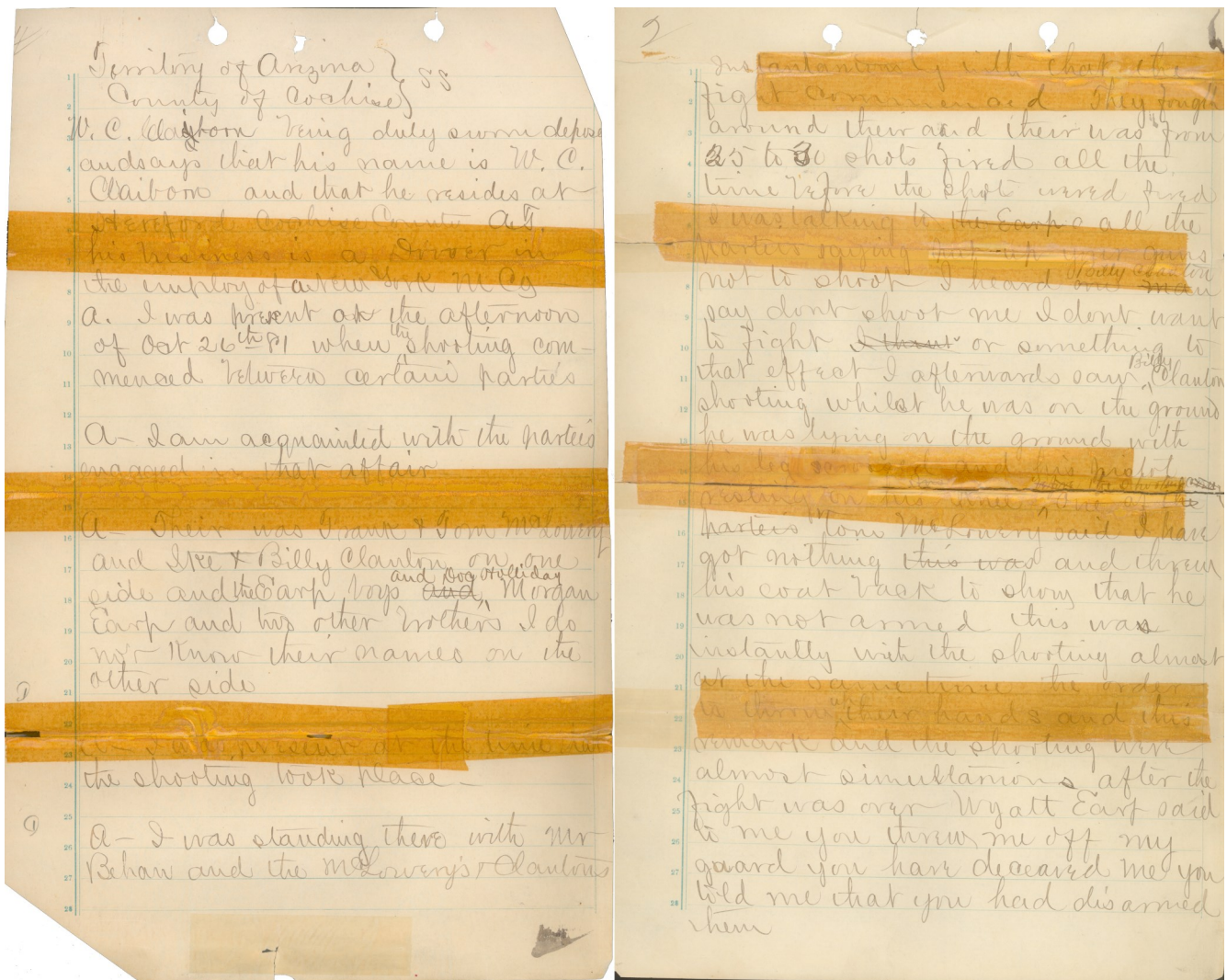
RG 99 SG 12 Arizona State Archives, Digital Identifier 98-0582.jpg

GOAL: EDUCATION

Educate records custodians about the care of historical records in all formats. Encourage the use archival resources to help improve history education in K-12 and college classrooms. Promote the understanding and value of historical records to Arizona taxpayers and records creators.

Objectives:

- Continue to provide regional workshops targeted to introduce new practitioners to basic archival methods and techniques
- Identify needs, sponsor events and seek funding to support the education and training for staff of organizations that maintain historical records. Facilitate communication, coordination and collaboration among those who provide such training
- Support the development of workshops and training on records management, preservation and appraisal for local governments
- Provide space on the website with links to archival "best practices" and standards
- Seek to inform educators and administrators about the use of archival resources in the classroom



Cochise County OK Corral Inquest Papers

GOAL: ADVOCACY

Strengthen laws to protect and preserve records.

Objectives:

- Advocate for the collection and preservation of materials related to under-documented communities
- Reactivate the effort to adopt replevin statute(s)
- Advocate for appropriate resources for the preservation and accessibility of historical records
- Serve as a resource to the public and policy makers concerning archival program reductions, proposed statutes and threatened records or documents



Electronic Records in obsolete formats

Challenges Facing the Arizona Records Community

- Funding for the preservation of electronic media
- Lost or stolen state and local government records of enduring value
- The uncertainty of funding for the National Historical Publications and Records Commission (NHPRC)

AHRAB ACCOMPLISHMENTS, 2006-2012

2006

Administrative

AHRAB met in January, June and October of 2006. One of the baseline measures that AHRAB established in 2006 was to measure the number of re-grant projects dealing with under-served and under-documented communities. On behalf of AHRAB, the Arizona State Library, Archives and Public Records (LASPR) and Arizona State University Public History Program jointly funded a graduate student to survey the state's archives to determine which groups are under-represented in archival collections. This report was finished in May 2006 and posted to the AHRAB website.

Another baseline measure was the number of re-grant projects dealing with under-served communities, by which AHRAB meant repositories that are often under-served in terms of educational opportunities and training. AHRAB used information from the Cultural Inventory Project (a statewide project that the State Library sponsors) to help identify these under-served repositories. To document this particular baseline measure, AHRAB surveyed each re-grant repository to find out which of them had emergency/disaster preparedness plans and collection policies. On behalf of AHRAB, the State Archives set up workshops and consultations for each repository without either or both of these.

Workshops

On behalf of AHRAB, staff from the Arizona State Archives provided three Archives 101 workshops around the state and consulted with three of the re-grant recipients to help them develop an emergency and disaster preparedness plan for their facilities.

Re-grants

In March 2006, on behalf of AHRAB, the Arizona State Library, Archives and Public Records (ASLAPR) sent out 300 letters about the NHPRC re-grant award to state and local governments as well as large and small repositories (including museums) with archival collections. ASLAPR held grant workshops in Phoenix, Tucson and Flagstaff in April 2006 to help educate potential applicants about the AHRAB/NHPRC re-grant program.

The Arizona Historical Advisory Board awarded \$20,000 in re-grants to the following Arizona institutions in July 2006:

- The Winslow Historical Society (Winslow, Navajo County) was awarded \$1,125 for the preservation of a small, but significant collection of railroad posters, drawings and maps. These materials document the development of Winslow and the activities of the Atchison, Topeka and Santa Fe Railroad from the mid-1860s through the 1950s.
- The Arizona Historical Society (Tucson, Pima County) was awarded \$2,492 for the preservation and processing of a large photograph collection. The 8,000 photographs, 250,000 unprinted negatives and 180 reels of nitrate movie film are an integral part of the Western Ways Feature Company collection.
- The San Pedro Historical Society (Benson, Cochise County) was awarded \$800 for the preservation of historical photographs.
- The Powell Museum (Page, Coconino County) was awarded \$1,500 for an oral history publication project.
- The City of Tucson, (Tucson, Pima County) was awarded \$1,100 for the development and production of a pamphlet for city employees about the preservation of historical city records. The Board also asked that they produce a template for a pamphlet that could be used by other city governments.
- The City of Maricopa (Maricopa, Maricopa County) was awarded \$248 for the preservation of historic city maps.
- The Gila County Records Office (Globe, Gila County) was awarded \$5,000 for the preservation and microfilming of unique, historical county maps primarily from the Territorial Period (pre-1912). Many of

these maps show the original plat/lot owners names, ranches and old mining claims.

- The Museum of Northern Arizona (Flagstaff, Coconino County) was awarded \$3,000 for an intern to inventory manuscript holdings, check the holdings against the finding aids, provide basic, preventative conservation work and re-house materials in appropriate archival containers.
- The City of Tucson (Tucson, Pima County) was awarded \$825 for a half-day Vital Records Workshop for records managers from private and public organizations aimed at helping them develop a disaster management plan.
- The City of Tucson (Tucson, Pima County) was awarded \$1,080 for a one day Preservation Workshop aimed primarily at the public and small repositories.
- The City of Tucson (Tucson, Pima County) was awarded \$1,095 for a Legal Issues workshop directed toward public and private records managers on legal issues for records information management programs.
- The Jerome Historical Society (Jerome, Yavapai County) was awarded \$1,200 for a daylong Preservation and Technology Workshop for small, rural repositories within west central Arizona.
- The City of Williams (Williams, Coconino County) was awarded \$456 for a one day workshop to educate and train volunteers regarding the collection and preservation of local historical records. Partners were the City of Williams, the Williams Historical Preservation Commission and the Williams Historical Society.

2007

Administrative

AHRAB met January, April, September and November. In September the Board reviewed twelve grants that came in as part of the AHRAB/NHPRC re-grants program and awarded ten grants. The Board also met in November to review an Arizona grant that had been submitted to NHPRC.

Each Board member was part of a committee related to the goals in *Protecting Arizona's Documentary Heritage: Action Plan 2005-2007*. At each Board meeting, the committee reported on their progress.

AHRAB prepared a looped PowerPoint for use at the Arizona Convocation, a yearly meeting sponsored by Arizona State Library, Archives and Public Records, that brings together approximately 300 museum people, archivists, librarians, historians, records managers, and genealogists from around the state in early March. The PowerPoint described AHRAB, the need for historical records preservation, the Archives 101 program and the re-grants program. AHRAB also distributed 500 pamphlets and nearly 100 of their *Protecting Arizona's Documentary Heritage: Action Plan 2005-2007* to interested attendees.

Workshops

On behalf of AHRAB, State Archives Division staff held three Archives 101 workshops in 2007: one in Phoenix in March with 11 attendees, one in April in Prescott with 18 attendees, and one in Sierra Vista with 17 attendees. These sessions are based on the curriculum developed from a joint IMLS grant between the American Association of State and Local History (AASLH) and the Council of State Archivists (COSA). Staff gave Pre- and Post- workshop assessments at each of these workshops and found that 80% of the attendees at these three workshops knew very little about archives before the workshop, in spite of the fact that they work in archival collections held by their repositories. At the end of each teaching session participants received a free IMLS funded CD-ROM provided to each State Archives by CoSA. This CD allows each institution to access the AASLH on-line archives course free of charge. Follow-up calls to several of the attendees indicated that they are using the CD's to supplement the information they learned in the Archives 101 workshops. Each attendee also received an Archivist toolkit consisting of a Hollinger box and various archival tools that the participants took back to use in their institutions.

Re-grants

Because of a change in the NHPRC grant cycle, AHRAB did not distribute the awards until early 2008, so the list of institutions that received re-grant monies appear in the 2008 Accomplishments.

2008

Administrative

AHRAB met January and April in Phoenix and in June in Flagstaff in concert with the Arizona Association of County Administrators, and on September 22, 2008 in Phoenix. The Board re-evaluated the *2005-2007 Action Plan* and spent the next six months reworking and updating. In September 2008, the Board completed the new plan and appointed a sub-committee to re-design and re-format the plan for publication. One of the desired outcomes of the new plan was a high level of commitment of Board members, including increased attendance at public events sponsored by historical records and cultural preservation communities. The Board distributed *Protecting Arizona's Documentary Heritage, Action Plan 2008-2012* to cultural institutions, archives and libraries throughout the state. The new plan was also on the AHRAB website.

Four members of Board attended the March Arizona Convocation, a yearly meeting sponsored by Arizona State Library, Archives and Public Records, that brings together approximately 300 museum people, archivists, librarians, historians, records managers, and genealogists from around the state. They used this as an opportunity to promote the work AHRAB does and to meet new contacts. AHRAB also distributed 300 pamphlets that describe the work of the Board.

Workshops

On behalf of AHRAB, staff from the State Archives provided Archives 101 all-day workshops in Show Low, a small community located in the north-east portion of the state; in Black Canyon City, a small community located 30 miles north of Phoenix; and in Quartzsite, a small community in the western part of the state. They also met with four of the grant recipients to help them work on their collections policies and develop emergency and disaster preparedness plans.

Re-grants

In July 2008 Archives staff provided seven AHRAB re-grants workshops in the cities of Yuma, Kingman, Prescott, Winslow, Tucson, Safford and Phoenix. Attendees received packets that included the AHRAB Strategic Plan, grant applications, NHPRC criteria for the types of projects funded and those not funded and an example of a successful AHRAB sub-grant from the year previous. In the September meeting the Board reviewed grants that came in as part of the AHRAB/NHPRC re-grants program.

The Arizona Historical Advisory Board awarded \$20,000 in re-grants to the following Arizona institutions in September 2008:

- The Town of Quartzsite (Quartzsite, Yuma County) was awarded \$1,500 for supplies to house the archival collections at the Quartzsite Historical Society.
- The Arizona Historical Society (Tucson, Pima County) was awarded \$3,000 to hire a conservation consultant for an in-depth assessment of the photo and film collections and a special assessment of the cold storage facility with specific attention to film based collections.
- The Powell Museum (Page, Coconino County) was awarded \$2,600 to hire an archival consultant for an on-site assessment of the museum's archival collections.
- The Arizona Jewish Historical Society (Phoenix, Maricopa County) was awarded \$2,000 to purchase archival photo supplies to preserve and inventory their photo collections.
- The Show Low Historical Society (Show Low, Navajo County) was awarded \$1,908 to purchase archival supplies so they can preserve, inventory and make their collections accessible.

- The Museum of Northern Arizona (Flagstaff, Coconino County) was awarded \$3,000 to hire a student intern to assess, bring together, re-house, create finding aids and make available the materials of the museum's Native American Heritage Program.
- The Lowell Observatory (Flagstaff, Coconino County) was awarded \$1,500 to clean and re-house historical glass plates that document the founding of the first astronomical observatory in Arizona.
- Black Canyon Historical Society (Black Canyon City, Maricopa County) was awarded \$667 to purchase archival supplies for their collections.
- Pueblo Grande Museum (Phoenix, Maricopa County) for a consultant to help provide access to 1400 aerial photographs taken in the 1930s that record the ancient Hohokam canals in the Salt and Gila River Valleys before agriculture and urban growth eliminated the remains of this unique culture. Awarded \$2,000
- Mohave Museum of History and Arts (Kingman, Mohave County) was awarded \$825 to purchase supplies to re-house their photo and paper archival collections.

Five of the institutions awarded re-grant money were under-served communities. These include: The Black Canyon Historical Society, The Town of Quartzsite, the Show Low Historical Society, the Powell Museum and the Mohave Museum of History and Arts.

Special Projects

Board members supported Arizona Archives Month activities throughout the state by sponsoring and attending local programs in their areas.

2009

Administrative

AHRAB met three times during 2009: at the annual statewide Convocation in March, as well as November and December in Phoenix. During these meetings the Board discussed ways AHRAB could support and sponsor statewide activities for Arizona Archives Month 2009, sponsor and coordinate training and collaboration and develop the goals and outcomes of the Arizona Archives Summit that took place at the end of January 2009. Several Board members organized and participated in the 2009 Archives Summit. The Board also reviewed an NHPRC grant submitted by the Arizona Historical Society.

Workshops

On behalf of AHRAB, State Archives staff held Archives 101 workshops in Litchfield Park, Maricopa County in February 2009 and in December 2009 in Clarkdale, Yavapai County. In the pre-workshop assessment, both groups together indicated that 85% knew little of archives and archival methods.

Archives staff were able to provide emergency/preparedness disaster planning resources to three of the six repositories who did not have emergency preparedness/disaster plans. They met with a group from Clarkdale in November and with a group from the Northern Gila County Historical Society, Payson and with representatives from the Phoenix Museum of History in December

Re-grants

To promote re-grants, in July 2009 the Arizona State Library, Archives and Public Records (ASLAPR) sent out 300 letters about the NHPRC/AHRAB regrant award to state and local governments as well as large and small repositories (including museums) with archival collections. They also sent out press releases to newspapers throughout the state announcing the NHPRC SNAP grant award. Between August 27 and September 2, 2009, State Archives staff held eight telephone conferences for potential grant applicants to discuss the grant process.

The Arizona Historical Advisory Board awarded \$20,000 in re-grants to the following Arizona institutions in September 2009:

- The Apache County Records Office (St. Johns, Apache County) was awarded \$1,000 to inventory 354 volumes, 540 plat maps and 3,800 survey maps.
- The Pueblo Grande Museum (Phoenix, Maricopa County) was awarded \$2,716 to assess and preserve pre-and post WWII archaeological maps and over-sized documents.
- The Bead Museum (Glendale, Maricopa County) was awarded \$496 to purchase archival storage materials for preservation of an archival collection of late 19th century bead cards and related materials and to create a finding aid for the collection.
- The Museum of Northern Arizona (Flagstaff, Coconino County) was awarded \$2,176 to re-house 217 linear feet of unpublished anthropology and archeology collections.
- The Labriola National American Indian Data Center (Tempe, Maricopa County) was awarded \$1,799 to preserve, then digitize 17 videotapes containing research done in the early 1980s involving the San Carlos and Tonto Apache Tribes.
- The Northern Gila County Historical Society (Payson, Gila County) was awarded \$1,500 to bring in a consultant to access their archival collections, train staff to evaluate and inventory materials and help staff create finding aids.
- The Town of Clarkdale (Clarkdale, Yavapai County) was awarded \$3,165 to house the city records from the early 1920s through the 1950s.
- The Phoenix Museum of History (Phoenix, Maricopa County) was awarded \$2,939 to flatten, preserve and microfilm architectural blueprints of many historic Phoenix buildings.
- The Cave Creek Museum (Cave Creek, Maricopa County) was awarded \$496 to house and preserve their photograph collections.
- The Lowell Observatory (Flagstaff, Coconino County) was awarded \$2,627 to preserve, inventory and make accessible astronomers collections.

Of these recipients, five (50% of the awardees) were institutions with under-documented collections and three with lack of archival training. Six did not have emergency preparedness/disaster plans. Via telephone calls and e-mail every three months, we were able to monitor the progress of their projects throughout the length of their grants. All of our grant recipients submitted final reports to the Board.

The Apache County Recorder said in her final report, "This grant enabled the Recorder's Office to purchase the special acid free storage containers to house the books/records in compliance with the Arizona Historical Records Advisory Board's Strategic Plan...the records that required these special preservation containers were identified and categorized based on the condition of each record." Apache County is one of our rural counties with few resources.

The Bead Museum report stated "The funds were expended on storage items for our Peter J. Francis, Jr. archives. Once the items were placed in their new containers we were able to prepare a full inventory. This will be an addendum to a partial finding aid prepared earlier and now completes the tools necessary for researchers to use these materials from this widely known bead scholar." The Bead Museum also sent letters to our Congressional Senators and Representatives telling them about the benefits derived from their re-grant funds.

The Cave Creek Museum said of their preservation project, "It has been like being on a treasure hunt as we have pulled photos from existing files. I had a vague idea of the number of photos that we had but it was not until this project that I became fully aware of the true treasures that lay in the files. I know this is just the beginning of a living project as we begin to take photos and receive other photographic treasures. We will now have set procedures and preservation steps that can be followed for future additions."

Special Projects

AHRAB co-sponsored the Arizona Archives Summit held January 29th and 30th 2009. Three AHRAB members were on the planning committee for the Summit and led several of the Summit sessions. Thirty-six archivists from 16 institutions attended. LAPR was able to find additional funding for the project that enabled us to bring Mark Greene, Tim Ericson and Gregory Thompson in as consultants to work with the archivists and facilitate discussions about strategies to decrease archival backlogs, making our collections more accessible and developing cooperative collection strategies. One of the criteria for attending was that the archival repositories had to submit their collection policies and their top 5 unprocessed collections. The collection policies have now been uploaded to the Cultural Inventory Project (CIP) and are available on-line. Lively discussion ensued during the two days and attendees expressed their desire to continue this collaboration. Feedback we received in the written evaluations was that the Summit was very useful and that attendees hoped this would become an annual forum for discussing and implementing statewide policies for collecting.

AHRAB hired two note-takers per day (graduate students from the ASU Public History Program) and a scholar to synthesize the notes so that we could put the report of the 2 day summit on-line on the AHRAB website where it is available for archivists from around the state. The Report from the Arizona Archives Summit is posted on the Arizona Historical Records Advisory Board website, as is the participant Evaluation Report <http://www.lib.az.us/about/hrab.cfm>.

Between 2009 and 2010 various committees met to work on a Summit webpage, critique the Cultural Inventory Project and develop the structure for a Summit matrix, an on-line spreadsheet that will help archivists determine under-documented communities and to work together to collect these materials. The matrix topics are related to the 2006 AHRAB Under-documented Communities report and will enable archivists to see where the holes exist in statewide collecting.

2010

Administrative

AHRAB met in April and December 2010. During these meetings the Board discussed ways AHRAB could support and sponsor statewide activities for Arizona Archives Month 2010, sponsor and coordinate training and collaboration and develop the goals and outcomes of the Arizona Archives Summit that took place at the end of January 2010. The Board also reviewed an NHPRC grant submitted by the Arizona Historical Society.

Workshops

On behalf of AHRAB, State Archives staff presented three day-long Archives 101 workshops as follows: Acadia Ranch Museum in Oracle (Pinal County; Lake Havasu (Mohave County)) and the Quartzsite Historical Society (Yuma County). As with previous workshops, We provided a pre-and post-assessment test for the attendees. In the pre-workshop assessment, all groups indicated that 82% knew little of archives and archival methods. We were able to provide emergency preparedness/ disaster planning resources to two of the three repositories who did not have such plans.

Re-grants

To promote re-grants in January of 2010, on behalf of AHRAB, the Arizona State Library, Archives and Public Records (ASLAPR) sent out 300 letters to state and local governments as well as large and small repositories, including museums and historical societies) with archival collections. Between January 20 and 26th, State Archives staff held workshops in Phoenix, Tucson and Sedona with potential grant applicants to discuss the grant process.

Seventeen institutions applied for the re-grants. Seven of the institutions had not applied previously. AHRAB awarded \$20,000 in re-grants to the following institutions:

- The Sedona Historical Society (Sedona, Coconino County) was awarded \$2,800 for housing and

inventorying 1,600 photographs of the community. (Under-documented community)

- The Peggy J. Slusser Memorial Philatelic Library of the Postal History Foundation (Tucson, Pima County) was awarded \$3,260 for inventorying and organizing their archival collections for the first time. (Under-documented community and topic)
- The Casa Grande Historical Society (Casa Grande, Pinal County) was awarded \$1,000 to help create finding aids that will then be posted on their website.
- The Jewish Historical Museum (Tucson, Pima County) was awarded \$2,500 to help pay for a consultant that will organize their archival collections (Under-documented community and topic)
- The Lake Havasu Museum (Lake Havasu, Mohave County, Arizona). \$1,000 for a project to digitize and provide metadata for historical photographs that will be posted on their website.
- The Litchfield Park Historical Society (Litchfield Park, Maricopa County) was awarded \$1,500 for a project to provide housing for their photographs and paper collections. (Under-documented community and topic)
- The City of Maricopa (Maricopa, Maricopa County) was awarded \$800 to house their permanent records
- The Mohave County Records Office (Kingman, Mohave County) was awarded \$800 to microfilm their earliest historical records and minimal preservation work on the volumes.
- The Arizona Historical Society Central Division Papago Park (Tempe, Maricopa County) was awarded \$3,600 to inventory and organize film and video in the KOOL (television station) collection.
- The Sharlot Hall Museum, Library and Archives (Prescott, Yavapai County) was awarded \$2,840 for map cabinets and folders for a large map collection.

Of these recipients, four (40%) were institutions with under-documented collections. Three did not have Emergency Preparedness/Disaster plans. One of the institutions worked with their city Emergency Preparedness Office to develop an emergency/preparedness and disaster plan.

That these grants are important to the repositories that receive them is evident in some of the comments from their final reports. The Casa Grande Historical Society stated in their final report, "The specific project toward which the AHRAB grant funds were applied has enabled the Society to increase information access to archival resources available in-house and online....The Society has been the recipient of two AHRAB grants in the past decade. Were it not for this on-going moral and financial support it would be impossible for the Society to expand the circle of knowledgeable volunteers who process priority items in the archives and strive to achieve creditable professional standards."

The Lake Havasu Museum of History noted, "The grant funds provided by the Arizona Historical Records Advisory Board has allowed our small privately funded museum to identify, preserve, make accessible and promote awareness of the historically valuable records. In addition, we have begun an ongoing process to educate and train records custodians and users. Finally, we have worked with these particular records and we have begun to evolve our own methods, practices and systems needs applicable to all our collections."

Finally, the Sedona Historical Society said, "We exceeded our expectations in that we intended to sort, organize and re-store 3,300 negatives and scan and catalog 2400 of those. In reality, we processed 3400+ negatives, scanned about 2800 and cataloged 3400. Our goal was to process about 20% of the entire E. Rigby photo collection, but we came closer to 25% (depending on exact count of negatives in the remaining boxes)....We have been able to develop written and now proven procedures for continuing this project until all the negatives have been processed, cataloged and preserved and we look forward to continuing to pursue grants to continue with this important work."

Special Projects

Three AHRAB members organized and participated in the 2010 Arizona Archives Summit. Two Board members participated on a panel at the Society of American Archivists 2010 meeting about the goals and

results of the Arizona Archives Summit and what this would mean for archivists and researchers who visit us. AHRAB sponsored the 2010 Archives Month posters that were distributed to over a thousand museums, libraries, historical societies, archives, state and local government agencies and schools throughout the state. One Board member presented a talk during Archives Month titled "History Takers," that discussed what happens when public records disappear from local governments.

With approval from NHPRC, AHRAB created a new grant-funded cost category for the purchase of data loggers to be utilized by records repositories across the state to help them evaluate the appropriateness of the archival storage areas. We purchased twelve of them and under the direction of AHRAB, the State Archives staff is developing a loan agreement and process for loaning the data loggers.

The Arizona Superior Court Retention Schedule, Section F part 2b states "The Arizona Historical Records Advisory Board shall designate landmark cases eligible under section (F)(2)(a)(1) in consultation with a committee convened by the Board for this purpose. The committee shall consist of Board members, retired appellate court judges or justices, law professors, historians, or other like persons who have objective, informed views about the long-term significance and effect of eligible published appellate opinions. The committee shall meet periodically to review all published appellate opinions no less than five years and no more than nine years after they are issued to determine which cases should be designated as landmark cases."

As a result, AHRAB created the Landmark Cases Committee and held its first meeting in March 2010 when the committee members began the process of designating Arizona's landmark court cases using the criteria laid out in Arizona's Superior Court retention schedule and by the Arizona Supreme Court. Three Board members, along with four attorneys, two historians and two retired judges make up the committee membership. Since this was the first time this committee had met, they had the task of looking at all of Arizona's cases from the 1864 through 2005, a daunting task. The Committee met March 10, June 8, and September 9 of 2010.

AHRAB sponsored the January 28 and 29, 2010 Arizona Archives Summit. Thirty-two archivists, including two tribal archivists (Colorado River and Hopi) attended the 2010 Arizona Archives Summit at the Polly Rosenbaum State Archives and History Building. Prior to the Summit, the planners surveyed last year's attendees to see what progress their institutions had made toward updating their collection policies, and deaccessioning or transferring collections to a more suitable repository. Of the fourteen institutions surveyed, nine responded (64.2%). During this period, one archival institution deaccessioned a collection, seven institutions relocated materials to other repositories and one institution was making arrangements to transfer a collection. Twelve archival institutions contributed information to the Matrix as of the end of August 2010. Archivists from around the state analyzed the information collected since the 2010 Summit in the Summit matrix (an on-line spreadsheet that will allow researchers to see which institutions hold materials on specific topics, how many linear feet of material they hold, and which collections are processed and which are unprocessed. The matrix topics are related to the 2006 AHRAB *Under-documented Communities and Subjects report* and will enable archivists to see where the holes exist in statewide collecting. An AHRAB member chaired the Summit Matrix Committee and spent over 100 hours of his time to coordinate the analysis of the information for the 2011 Summit.

During 2010 host institutions held three brown bag lunch session in the northern (Flagstaff), central (Tempe) and southern (Tucson) regions of the state where archivists got together to talk about common problems, successes and more. Attendees at these brown bag luncheons reported they felt that as a result of the Archives Summit the connections to archivists in their area had been strengthened considerably. Throughout 2010 repositories submitted data to the summit matrix. Arizona State University posted all of their unprocessed collections on their website azarchivesonline.org.

2011

Administrative

AHRAB met June, July and September 2011. GladysAnn Wells, the Director of the Arizona State Library, Archives and Public records who served as the State Coordinator for AHRAB retired at the end of March 2011. Before her retirement, Ms. Wells worked with the Board Chair and the Deputy State Coordinator to replace five Board members. The Board members represent a former legislator, former state agency head, county Treasurer, county Records Manager, former Clerk of Superior Court, two university special collections, one state historical society, and one private archives.

AHRAB met July 2011 to review an NHPRC grant application from the University of Arizona entitled: "The University of Arizona Poetry Center: Audio Video Library Digitization Project." After a lengthy discussion, the Board voted to recommend funding from NHPRC for this proposal and sent their comments and recommendations to the NHPRC Board.

The AHRAB Landmark Cases Committee met in March, June and October of 2011. They finalized the process of designating Arizona's landmark court cases using the criteria laid out in Arizona's Superior Court retention schedule and by the Arizona Supreme Court. Three AHRAB members, along with four attorneys, three historians and two retired judges make up the committee membership.

Workshops

On behalf of AHRAB, State Archives staff held day-long Archives 101 workshops for 17 participants in Patagonia (Santa Cruz County) in June, for 26 participants in Phoenix in September and for 19 participants in Taylor-Shumway in November. Eighty-six percent of the attendees in the Patagonia workshop had no previous archival training, 75 percent of the attendees in the Phoenix workshop had no previous archival training, while 90% of the attendees in Taylor-Shumway had none.

State Archives staff, on behalf of AHRAB, also held an Emergency Preparedness Workshop in Flagstaff in November for seven representatives from small cultural institutions.

Re-grants

AHRAB sent announcements to all City Clerks, County Boards of Supervisors, County Recorders and County Clerks of the Court as well as announcements to the Museum Association of Arizona, Arizona Archives list-serv and the Arizona Library list-serv regarding the availability of re-grant funding. We held two on-site AHRAB re-grant workshops and four conference call workshops.

The Board also met September 14, 2011 to review the twenty-six applications they received for re-grant funding. They awarded a total of \$20,000 to the following twelve institutions:

- The State Museum, University of Arizona, (Tucson, Pima County) was awarded \$3,000 for re-housing the Rosamund B. Spicer Collection of negatives, photographs and slides of the Tahono O'odam and Yaqui Tribes that were taken between 1950-1980. As part of their cost share, the Museum is providing interns to re-house, create a finding aid that will go into the Arizona Archives on-Line (AAO), and digitize the collection. (under-documented community)
- The Arizona Historical Society, Southern Division (Tucson, Pima County) was awarded \$3,120 for cleaning and re-housing of 450 French pattern lantern slides from the William W. Bass Collection. A consultant, funded by an earlier AHRAB re-grant, recommended this work be done on these slides of one of the earliest promoters of the Grand Canyon and Arizona tourism.
- The Arizona Municipal Clerks Association (statewide) was awarded \$1,536 for two one-half day workshops: the first, "the Accidental Archivist" during the Arizona Municipal Clerks Institute, a weeklong training session for Clerks new to the profession; and the second, "Advanced Records Management Issues," during the Arizona Municipal Clerks Academy, a three day program for veteran clerks.

- The Billie Jane Baguley Library and Archives of the Heard Museum (Phoenix, Maricopa County) was awarded \$1,049 for four data loggers to monitor the environment of the Becker-Baguley archival vault, the work and reading rooms and the remote archival storage area in the building basement. The Archives consists of more than 300,000 photographs and 830 linear feet of manuscripts including the Native American Artists Resources papers, the Fred Harvey Company papers, the R.B. Brownwell papers and the Barry Goldwater color photography collections.
- City of Tombstone (Tombstone, Cochise County) was awarded \$3000 to restore, microfilm and digitize City records, many of which date from the 1880s. These digital images will then go on the Arizona Memory Project. (Underserved community).
- Gila County Historical Society (Payson, Gila County) was awarded \$855 for a one-day photo preservation workshop for staff and volunteers from the Historical Society and nearby cultural institutions. The workshop will include not only preservation, but ethics, collection policies, arranging and describing, copyright and legal issues. (under-documented and under-served community)
- Mesa Historical Museum (Mesa, Maricopa County) was awarded \$940 for preservation supplies and a contract collections assistant to help preserve and organize their historical photograph collection. (Under-served community)
- The Peggy J. Slusser Memorial Philatelic Library, Postal History Foundation (Tucson, Pima County) was awarded \$604 to inventory, re-house and digitize an historical postcard collection of early Arizona.
- Rosson House Heritage Square Foundation and Guild (Phoenix, Maricopa County) was awarded \$500 to identify and separate the documentation of the restoration of the historic Rosson House from the records of the Foundation and Guild, then re-house the materials. Cost share is \$250.
- Sedona Historical Society (Sedona, Coconino County) \$2,940 to implement phase 2 of a previous AHRAB grant to sort, re-house, catalog and make accessible an additional 20% of the thousands of negatives in the Elizabeth Rigby collection. The negatives are the product of decades of photography of the Sedona area and people from 1950-the 1980's. (Under-documented and underserved community)
- Sharlot Hall Museum, Library and Archives (Prescott, Yavapai County) \$1,302 to provide proper storage, re-house and preserve three significant photograph collections that document the late 1800s through the 1970s.
- Taylor-Shumway Heritage Foundation (Taylor, Navajo County) \$1,190 to organize, preserve and provide access to their archival collections. (Under-documented and under-served community)

Forty percent of the re-grant funds went to projects dealing with under-documented communities or subjects, and a 45% of the re-grant funds were awarded to institutions in communities or institutions with few archival educational opportunities.

Special Projects

Several Board members organized and participated in the 2011 Archives Summit. On January 27 and 29, 2011 fifty-one archivists, including eight tribal archivists, attended the Archives Summit. The Summit planners invited the archivist of the Colorado River Tribes to help plan the program and to develop sessions for the second day of the Summit that involved tribal archivists. Prior to the Summit, the planners surveyed previous attendees to see what progress their institutions had made toward updating their collection policies, and de-accessioning or transferring collections to a more suitable repository. Of the twenty-seven institutions surveyed, seventeen responded (62%). Between January 2010 and January 2011, four institutions had added a collection policy for archival materials to their existing policy; two were updating their collection policies and one had created de-accessioning guidelines. Four institutions had de-accessioned collections, three had relocated them to another institutions and one had copied their collection for another institution.

AHRAB funded the 2011 Archives Month posters that were distributed to over a thousand museums, libraries, historical societies, archives, state and local government agencies and schools throughout the state.

2012

Administrative

AHRAB met on August 24, 2012 to revise the *2008-2012 Action Plan* and produce a new *2013-2017 Action Plan*. They also met September 24 and October 22 to work on the new Action Plan.

Workshops

On September 28, 2012, on behalf of AHRAB, the State Archives held an Archives 101 workshop in Phoenix, Arizona for 25 participants.

On November 9, 2012 on behalf of AHRAB the State Archives held an Emergency and Disaster Preparedness Workshop in Prescott, Yavapai County, for fourteen attendees from small cultural institutions in the area.

Re-grants

In July and August 2012, on behalf of AHRAB, the State Library sent out checks totaling \$20,000 to re-grant awardees that included the following institutions:

- The Arizona Jewish Historical Society (Phoenix, Maricopa County) was awarded \$1,000 to process photographs and documents from the Markow Photography Collection, the Arizona Jewish Theater Company and the records of the Beth El Congregation, Phoenix.
- The Bisbee Mining and Historical Museum (Bisbee, Cochise County) was awarded \$1,800 to purchase proper shelving and archival boxes and folders to rehouse 122 linear feet of archival collections.
- The Clerk of the Yavapai County Superior Court (Prescott, Yavapai County) was awarded \$747 to employ a conservator to restore territorial court record books.
- The Mesa Historical Museum (Mesa, Maricopa County) was awarded \$2,000 to fund a contract collections assistant to work with the photo collections and to purchase archival supplies to re-house and properly care for their photographic collections.
- The Mohave County Recorder (Kingman, Mohave County) was awarded \$1,047 to purchase three data loggers to monitor and analyze the long-term environmental factors influencing the deterioration of their permanent historical records.
- The Oracle Historical Society (Oracle, Pinal County) was awarded \$1,000 to purchase two locking metal storage/shelving units to house, protect and preserve the historical documents and photographs in their collections.
- The Sedona Historical Society(Sedona, Coconino County) was awarded \$1,200 to digitize and catalog approximately 20% of the Elizabeth Rigby Photograph Collection.
- The Sharlot Hall Museum Library and Archives Research Center (Prescott, Yavapai County), \$2,868 to purchase storage, re-housing and preservation supplies for the *Prescott Daily Courier* Newspaper Negative Collection.
- The Arizona Archives Alliance (statewide) was awarded \$2,274 for organizing and facilitating a one and a half day symposium on issues pertinent to Native American archival materials and aimed at forging relationships between native and non-native archivists.

- The Billie Jane Baguley Library and Archives The Heard Museum (Phoenix, Maricopa County) was awarded \$990 to purchase a UV and Light Monitor/Logger to better monitor and stabilize the environment where archival materials are stored and displayed.
- The Peoria Arizona Historical Society (Peoria, Maricopa County) was awarded \$400 to digitize the entire set of “Old Paths” newspapers published by Ora Weed and to make them accessible.
- The Cave Creek Museum (Cave Creek, Maricopa County) was awarded \$1,820 to purchase the PastPerfect 5.0 CD Training Series and provide a small stipend for a project coordinator to supervise and coordinate training of staff and current and new-to-archives-management volunteers.
- The Douglas Historical Society (Douglas, Cochise County) was awarded \$1,354 to purchase archival supplies to house and preserve historical documents and photographs in their collections
- The Powell Museum (Page, Coconino County) was awarded \$1,500 to purchase archival supplies for housing and preserving the Stan Jones Collection.

Special Projects

AHRAB sponsored the 2012 Archives Month posters that were distributed to over a thousand museums, libraries, historical societies, archives, state and local government agencies and schools throughout the state.

Several AHRAB members and colleagues from other archival institutions met monthly to plan the 2013 Arizona Archives Summit. The Summit Matrix Committee continued to work with archival institutions to help them enter data into the Matrix. NARA’s regional branch in Riverside, California entered their data about the Arizona records they hold into the Summit Matrix as well.

On behalf of AHRAB, the State Archives sent two data loggers to two small cultural institutions with archival collections and worked with them to set up the data loggers and to monitor the temperature and humidity controls in their archival collections. These institutions will have the data loggers for one year.

